



## Michigan Supreme Court

State Court Administrative Office

### Trial Court Services Division

Michigan Hall of Justice

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Lansing, Michigan 48909

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### MEMORANDUM

DATE: January 5, 2006

TO: Circuit Court Administrators  
District Court Administrators/Clerks  
Probate Registers  
System Providers  
Authorized Users of the Counsel Appointment System

cc: SCAO Regional Administrators

FROM: Laura Hutzell  
Research and Policy Analyst

RE: Annual Counsel Appointment Reporting

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On October 10, 2005, I distributed a memorandum outlining the amendments of MCR 8.123 regarding counsel appointment reporting. Courts should follow the amended court rule when electronically submitting annual reports for 2005. These reports are due by February 15, 2006.

Additional resources are available on-line. The updated *User Guide and Specification* is available at: <http://courts.michigan.gov/mcap/Downloads/CAS/User%20Guide%20and%20Specification.pdf>. The updated *File Format for the Submission of Electronic Counsel Appointment Data* is available at: <http://courts.michigan.gov/mcap/Downloads/CAS/File%20Format.pdf>.

If you have any questions, please contact Lili Marchlewicz at 517-373-5538 or [marchlewiczl@courts.mi.gov](mailto:marchlewiczl@courts.mi.gov).

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